

## Chapter 4

# Adjusting, Recategorizing, and Transferring Assets

### Chapter Overview

Periodically, changes will need to be made to asset records because of errors or new information that has been received.

### Chapter Objectives

By the end of this lesson, the student will be able to:

- Adjust asset information
- Recategorize assets
- Transfer assets within a business unit
- Transfer assets between business units
- View asset cost history

**4.1**

Adjusting Asset Information

Users can change cost, location, and physical attributes – virtually any information that has been entered about existing assets.

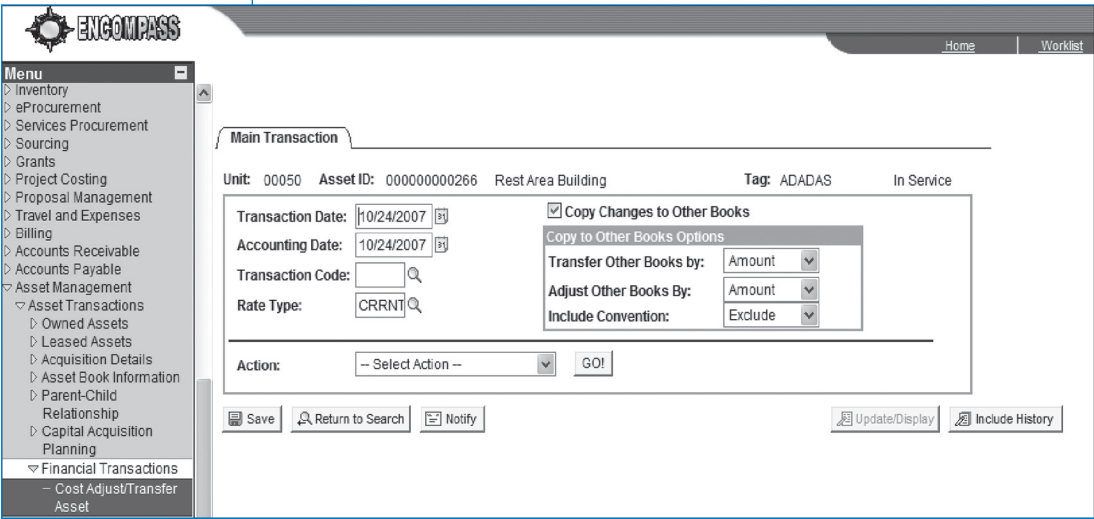
Some changes have a financial. Others are only physical changes. Changes to physical information about an asset, such as its weight, will not affect cost or depreciation. However, changing cost, or department will affect financial reporting.

How to Get There

Use this page to initiate asset Adjustments, Recategorizations, and Transfers:

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset



AMSC37

Main Transaction page

The specific action is selected on the Main Transaction page, and based on the selection the Cost Information page is added and populated with the appropriate fields.

Step	Action
1	The <i>Transaction Date</i> and <i>Accounting Date</i> default to the current date or the dates specified as User Defaults. As a rule, you will enter transactions in PeopleSoft Asset Management after they have occurred. Keep in mind that any difference between Accounting and Transaction dates will affect depreciation as well as posting.
2	Click the Search button to search for a <i>Transaction Code</i> . This field is optional. Transaction Codes help identify which accounting entry template will be used for this transaction.
3	Select an Action and click GO. Note: the GO button disappears from the Main Transaction page as soon as you select the desired action. <ul style="list-style-type: none"><li>Addition – Adds a new cost row</li><li>Adjustment – Adjust cost or quantity</li><li>InterUnit Transfer – Transfers an asset from one business unit to another</li><li>Recategorize – Changes an asset’s category or cost type</li><li>Transfer – Transfers an asset within the same business unit</li></ul>
4	You can make the following adjustments to assets entered into the system. <ul style="list-style-type: none"><li>Add a new cost row.</li><li>Adjust total cost by percentage or cost amount.</li><li>Adjust cost by cost row.</li><li>Adjust cost for each cost row.</li></ul>

AMT35

Asset Adjustments

Cost Information

The Cost Information page enables you to adjust the total cost of an asset by either a percentage of its original cost or by a specific cost amount. The system automatically calculates and displays the adjusted total cost. You can adjust the total quantity of an asset by entering the quantity adjustment. The system will automatically calculate and display the adjusted total quantity.

The Cost Information page allows the entry of cost information in currencies other than those of business unit or book base currency. This allows for historical valuation of transactions by providing market rate valuation using the transaction date to convert transaction amount to base amount. Historical valuation of all asset transactions eliminates gain/loss discrepancies in your ledger.

This section discusses how to:

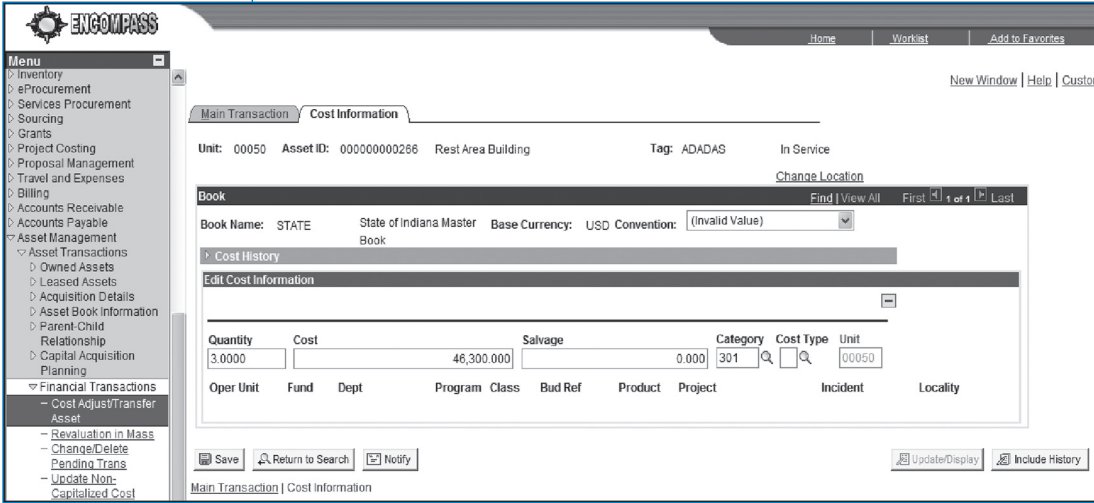
- Complete the Cost Information page
- Question: Adjusting Asset Information

How to Get There

Use this page to enter or adjust cost information required by the transaction you initiated from the Main Transaction page:

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset >> Adjustment >> Cost Information



AMSC38

Cost Information page

Step	Action
1	New cost rows are added in the Edit Cost Information group box. Enter the <i>Quantity</i> and <i>Cost</i> , select a <i>Cost Type</i> and enter any appropriate ChartFields.
2	You can adjust the total cost of an asset by either a percentage of its original cost or by a specific cost amount. Enter the appropriate percentage or amount in the <i>Adjust All Rows By Percent</i> or the <i>Adjust All Rows By Cost</i> fields. The default is a positive adjustment. If you would like to make a negative adjustment, you must enter a negative percentage or amount. Click <i>Apply</i> and the adjustment will be applied to each cost row. The system will automatically calculate and display the adjusted total cost.
3	You can adjust the total quantity of an asset by entering the quantity adjustment in the <i>Adjust All Rows By Quantity</i> field. The default is a positive adjustment. If you would like to make a negative adjustment, you must enter a negative quantity. Click <i>Apply</i> , and the adjustment will be applied to each cost row. The system will automatically calculate and display the adjusted total quantity.
4	To adjust the cost or quantity for a particular cost row, enter the new <i>Cost</i> or <i>Quantity</i> directly into the cost row.
5	You can adjust an asset's cost for individual cost rows simply by entering the new cost into <i>Cost</i> for each cost row you would like to change.
6	To adjust the quantity for individual cost rows, enter the new Quantity into the cost rows, not the number of units that the quantity increased or decreased by. For example, if the quantity should be adjusted from 1 to 2, enter 2. This will only change the Quantity, not the cost.

AMT36

Completing the Cost Information page

NOTE

To establish an audit trail, it is recommended that each cost change would be performed one step at a time.

Guided Activity | Adjusting Asset Information

In this exercise, you will review the activity overview and adjust several assets in a variety of ways.

Activity Overview

In this activity, you will adjust the cost of your Valparaiso Land in business unit 00050 from 475,000.00 to 457,000.00 (an -\$18,000.00 variance). Next, locate one of the Wall Partitions and increase the cost by 1,000.

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset

- 1
- Search the Business Unit 00050 to locate the retail merchandise shelves.
- 2
- Select *Valparaiso Land*.
- 3
- Enter the following information:

Page Element	Value or Status
Action	Adjustment

AMT37

- 4
- Click *GO*.
- 5
- Enter the following information in the Cost field (for Adjust All Rows By:):

Page Element	Value or Status
Cost	-18,000.00

AMT38

- 6
- Click *Apply*.
- 7
- Click *Save*.

- 8
- Click Return to *Search*, and select the cash registers.
- 9
- Enter the following information:

Page Element	Value or Status
Action	Adjustment

AMT39

- 10
- Click *GO*.
- 11
- Enter the following information in the *Adjust All Rows By* field:

Page Element	Value or Status
Cost	6,000.00

AMT40

- 12
- Click *Apply*.
- 13
- Click *Save*.
- 14
- Select Asset Management >> Asset Transactions >> History >> Review Cost >> Cost History List & Detail.
- 15
- Select the assets you just adjusted and view the results.

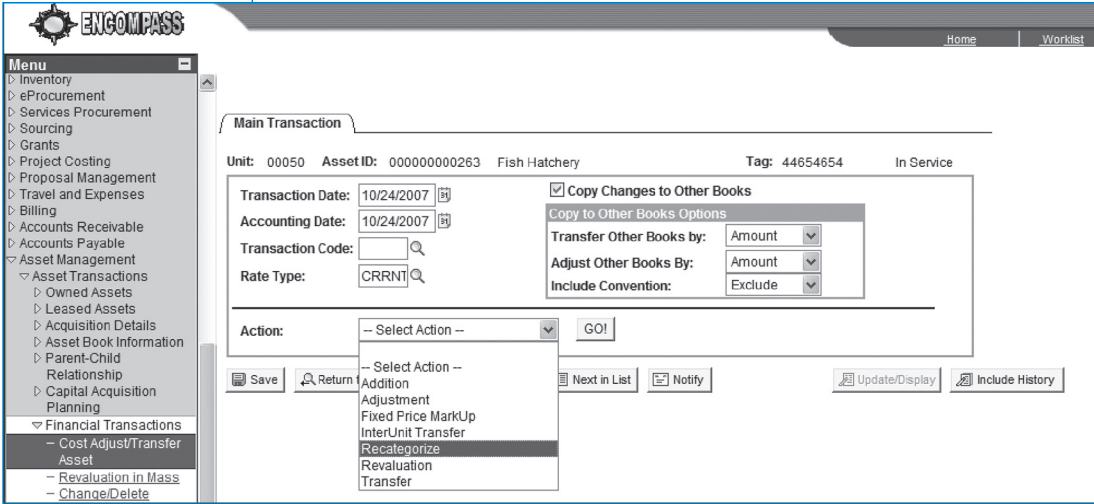
Recategorizing Assets

You may want to recategorize assets because you entered the incorrect category or cost type.

To recategorize an asset simply select the action of Recategorize and then change the Category or Cost Type in the Edit Cost Information group box. Please notice that these fields are available to be modified on the Cost Information page.

As with all financial transactions, recategorizing an asset affects depreciation. Both depreciation and accounting entry processing will be necessary. AOS WILL PERFORM THESE STEPS.

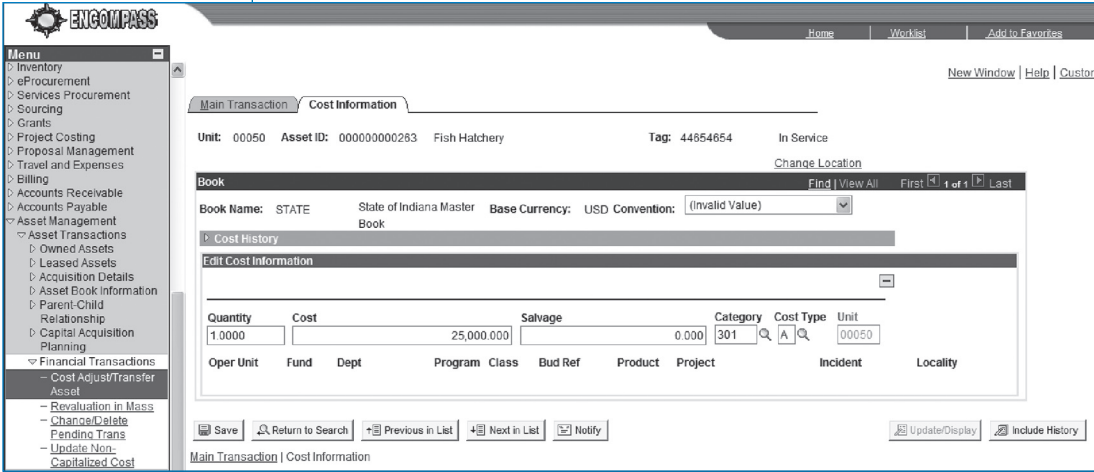
4.8



AMSC39

Main Transactions

4.9



AMSC40

Cost Information

Guided Activity | Recategorizing Assets

Activity Overview

In this activity, the student will recategorize the 2007 Chrysler Crossfire from the Asset Category 505 (Automobiles) to 507 (Pick Up Trucks) the 00050 business unit. Review your results.

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset

- 1
- Search the Business Unit *00050* to locate the cash registers.
- 2
- Select the *2007 Chrysler Crossfire*.
- 3
- Enter the following information:

Page Element	Value or Status
Action	Recategorize

AMT41

- 4
- Click *GO*.
- 5
- Enter the following information:

Page Element	Value or Status
Category	00050

AMT42

- 6
- Click *Save*.
- 7
- Select Asset Management >> Asset Transactions >> History >> Review Cost >> Cost History List & Detail.
- 8
- Select the assets you have just adjusted and view the results.

State of Indiana Policy

8.4.2 Transfer/Disposal of Capital Assets

All transfers, sales, retirements and other disposals of capital assets must be processed through and approved by State Surplus Property division of IDOA by submitting Form 13812, Notification of Surplus State-Owned Property.

8.4.2.1 Transfer of Capital Assets to Another State Agency

If an asset is being transferred from one agency to another, the “donator” agency will generate the Transfer process in ENCOMPASS Asset Management. The “receiving” agency must manually assign a new asset tag number to the asset. The acquisition date and original cost for the asset do not change. The fund number for the asset must be changed to a “receiving” agency fund number. When the transfer is made, the asset cost and accumulated depreciation will be automatically transferred as well.

8.4.2.2 Transfer by Sale of Capital Asset to Another State Agency

A sale of an asset to another state agency must also be approved by State Surplus or, in the case of motor vehicles, trailers, and INDOT road equipment, Motor Pool. State Surplus or Motor Pool will work with the agency to determine the type of sale, location, etc. Net proceeds, after costs of Surplus or Motor Pool, are credited to the selling agency’s account.



## 4.12

Reset Form

NOTIFICATION OF SURPLUS  
STATE - OWNED PROPERTY

State Form 13812 (R4 / 2-05)

Date (month, day, year)

Original Acquisition Cost Per Unit Was:

☐ Over \$2500.

☐ Less Than \$2500.

DEPARTMENT OF ADMINISTRATION  
Operations Div. / Surplus Property  
601 W McCarty Street, Suite 100  
Indianapolis, IN 46225

**INSTRUCTIONS:** 1. Place usable and non-usable items on separate forms. Place items requiring different dispositions on separate forms (if Sell on one form, all Transfer on a different form, etc.).  
 2. The agency completing this form is prohibited from disposing of surplus property without authorization from the Department of Administration.  
 3. After authorization is given by Surplus Property Section, disposition agent must make changes to inventory.

Name of Notifying State Agency	Division	Name of Disposition Agent	
Address of State Agency (number and street, city, ZIP code)		Account Number for Deposit of Proceeds	Telephone Number

The following items of state owned property have been determined to be surplus to agency needs:

Quantity/Unit	Description and Condition of Item(s) (List Make, Model, Year, I.D. or Serial No. For Motor Vehicles, See Note* Below.)	If requesting to SELL item, indicate name of contact, phone number and minimum bid required	Disposition Requested	Original Acquisition Cost  Original Purchase Fund
<input type="checkbox"/> Usable <input type="checkbox"/> Non-Usable			<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/> Dispose	\$
<input type="checkbox"/> Usable <input type="checkbox"/> Non-Usable			<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/> Dispose	\$
<input type="checkbox"/> Usable <input type="checkbox"/> Non-Usable			<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/> Dispose	\$
<input type="checkbox"/> Usable <input type="checkbox"/> Non-Usable			<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/> Dispose	\$
<input type="checkbox"/> Usable <input type="checkbox"/> Non-Usable			<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/> Dispose	\$
<input type="checkbox"/> Usable <input type="checkbox"/> Non-Usable			<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/> Dispose	\$
<input type="checkbox"/> Usable <input type="checkbox"/> Non-Usable			<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/> Dispose	\$

If applicable, all data has been removed from the computer storage device(s) (hard drives, PDAs, etc.) per the State of Indiana Enterprise Information Technology Security Policy Guideline. ☐ Yes ☐ No ☐ N/A \_\_\_\_\_ Initials

\* For Motor Vehicles, include Vehicle Identification Number (VIN), Commission Number, Mileage, and condition (POOR, AVERAGE OR GOOD)

I hereby affirm that the above listed state surplus property is as described and has not been disposed of by this agency without proper authorization from the Department of Administration. All information listed on this form is true and accurate.		DO NOT WRITE HERE - STATE SURPLUS USE ONLY	
Signature of Disposition Agent		APPROVED (Make necessary changes to inventory record)	
Date Signed		From	
		To	
DISTRIBUTION OF COPIES		Signature of Approval	
Original: Department of Administration (Surplus Property/Operations Division) Copies: Department of Administration (Procurement Division) Disposition Agent File Receiving Agency (for transfers only) State Surplus will distribute copies after approval		Date signed	

**AMC01**

State Form 13812

## Transferring Assets within a Business Unit (Intra-Unit)

PeopleSoft Asset Management enables you to perform full, partial, or retroactive asset transfers.

Periodically, you will need to transfer assets from one department, product, or project to another. In addition to physically relocating the assets, you may need to change some of the ChartField elements in order to post costs correctly.

You can create a transaction that crosses business units, entities, or balancing ChartFields without having to explicitly enter the InterUnit or IntraUnit balancing accounting entries. The PeopleSoft Inter/Intra Unit Processor resides outside PeopleSoft Asset Management and creates the Inter/IntraUnit, balancing entries automatically when you have implemented this functionality.

With Inter/IntraUnit processing, the system uses the minimal number of accounting lines you provide and it automatically completes the entire transaction by generating the necessary balancing lines or entries for both the appropriate entities and accounts. Balancing ChartFields and their relationship to a balanced set of accounts or books is central to Inter/IntraUnit processing and ChartField Inheritance.

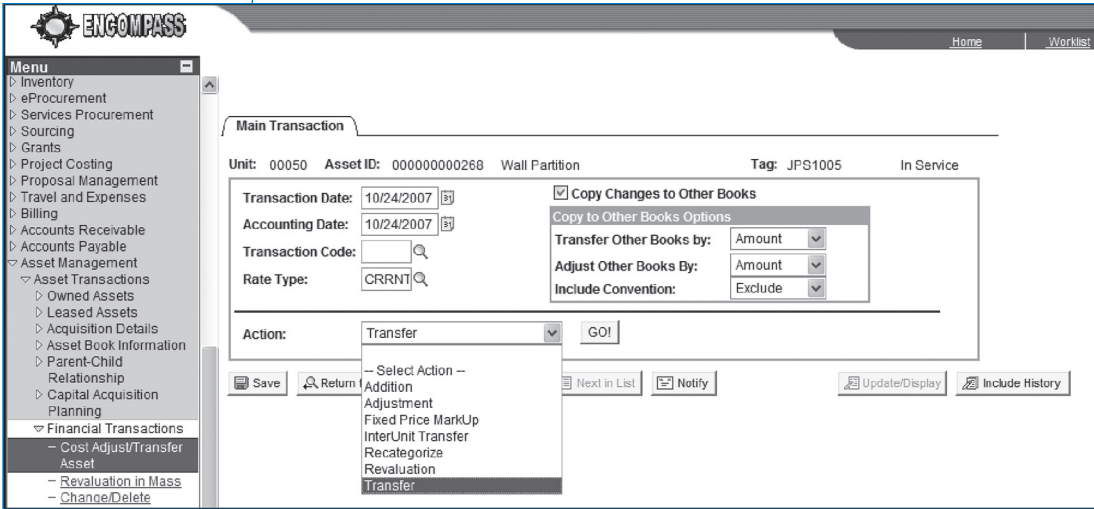
## 4.13

How to Get There

Use this page to select the Transfer (intra-unit transfer) action:

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset



AMSC41

Main Transaction page showing drop down list of available options

Differentiating between full, partial, and retroactive transfers

REMINDER

Select the *Transfer* action and click GO before the Cost Information page will appear.

A full transfer requires you to transfer all units or the total cost of the asset. In the Edit Cost Information group box, enter the new Department, Project ID, or Product into the appropriate fields.

Partial transfers are useful when you want to assign an asset’s cost and depreciation to two or more sets of ChartFields. To partially transfer an asset, you will need to perform a separate transfer for each set of ChartFields. For each transfer, select the appropriate Department, Project, or Product, and enter Quantity and Amount in the Edit Cost Information group box.

4.14

4.15



4.16

NOTE

Retroactive Transfers

You may wish to transfer assets retroactively if they were transferred during a prior accounting period, but are not yet entered in PeopleSoft Asset Management. To do this, enter the transaction and accounting dates on the Main Transaction page and enter the appropriate cost information in the Edit Cost Information group box. The system will create correcting entries that back out depreciation from the original department for the period(s) between the Transaction Date and the Accounting Date. Prior period depreciation for that same period will be posted for the new department.

Accounting date must be in an open period.

Guided Activity | Transferring Assets Within a Business Unit (Intra-Unit)

Activity Overview

In this activity, the student will transfer the total cost of the Valpo Rest Area Building within the business unit 00050 without a department 001001 (GVR – Governor’s Office).

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset

4.17

- 1 Search the Business Unit 00050 to locate the Valpo Rest Area Building.
- 2 Select the Valpo Rest Area Building.
- 3 Enter the following information:

Page Element	Value or Status
Action	Transfer (Intra –Unit)

AMT43

- 4 Click GO.
- 5 Enter the following information in the Department field:

Page Element	Value or Status
Department	001001 – (GVR-Governor’s Office)

AMT44

- 6 Click Save.
- 7 Select Asset Management >> Asset Transactions >> History >> Review Cost >> Cost History List & Detail.
- 8 Select the assets you have just transferred and view the results.

Transferring Assets Between Business Units (Inter-Unit)

PeopleSoft Asset Management gives you great flexibility in performing Inter-Unit transfers.

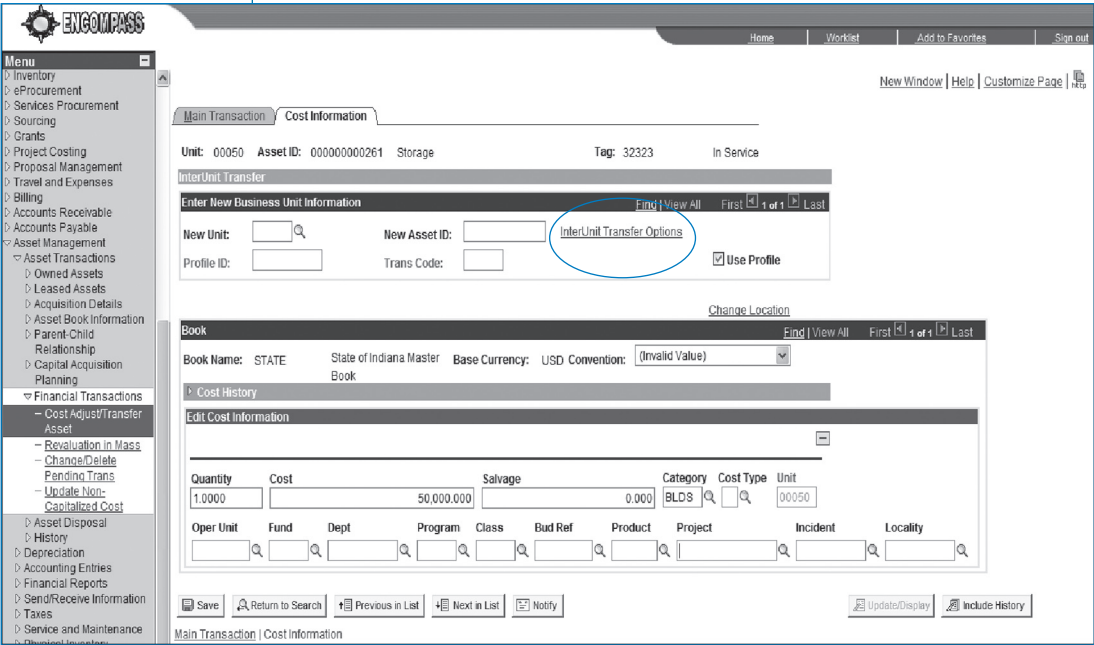
You can fully or partially transfer assets from one business unit to another or from one business unit to many others. Full or partial transfers can be done by cost, quantity, or percentage.

How to Get There

Use this page to fully or partially transfer assets:

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Assets >> InterUnit Transfer



AMSC42

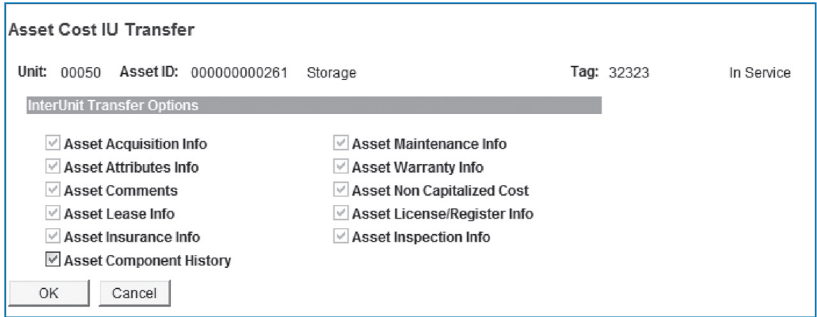
Cost Information page

How to Get There

Use this page to view the asset information that will be transferred with the asset:

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Assets >> InterUnit Transfer link



AMSC43 InterUnit Transfer Options page

InterUnit Transfer Options page

These defaults are set up at the Business Unit level and can be changed at the time of the transfer.

Guided Activity | Transferring Assets Between Business Units (Inter-Unit)

Activity Overview

The AOS Agency, Business Unit 00050 has decided that it no longer can manage the Valparaiso Fish Hatchery. Therefore, it has found a suitable taker in that IDEM (00495) would assume all the management responsibilities of the hatchery.

Navigation

Asset Management >> Asset Transactions >> Financial Transactions >> Cost Adjust/Transfer Asset

- 1
- Search the Business Unit *00050* and locate the laptop computers.
- 2
- Select the Valparaiso Fish Hatchery.
- 3
- Enter the following information:

Page Element	Value or Status
Action	InterUnit Transfer

AMT46

- 4
- Click *GO*.
- 5
- Enter the following information in the New Business Unit Information group box:

Page Element	Value or Status
New Unit	00050
Edit Cost Information	Remove all ChartField Values

AMT47

4.20

Step	Action
1	In <i>New Unit</i> , select the business unit to which you are transferring the asset. When you tab out of the field, the rest of the fields will populate. The <i>New Asset ID</i> will default to NEXT. You can change this if you wish.
2	Select a <i>Profile ID</i> that is valid for the new business unit to set up book reporting. <i>Trans Code</i> identifies which accounting entry template will be used for this transaction.
3	Click <i>InterUnit Transfer Options</i> to access the InterUnit Transfer Options page where you can select the asset information you want transferred with the asset.
4	Use the fields in the Edit Cost Information group box to specify the <i>Cost</i> and <i>Quantity</i> to be transferred.
5	Full InterUnit Transfers From One Business Unit to Another:  The simplest to perform. After you have completed the information in the Enter New Unit group box and its pages and saved the Cost Information page, all cost rows will be transferred to the new business unit.
6	Full InterUnit Transfers From One to Many Business Units:  You can transfer to as many business units as there are cost rows. To do this, enter one of the receiving business units in the New Unit field in the Enter New Unit group box. Complete the rest of the InterUnit transfer information. Review each cost row in the Edit Cost Information group box. All cost rows will show the new business unit you entered in the New Unit field.  Change the Business Unit for each cost row as appropriate. In this way, you can transfer all cost rows for an asset to multiple business units.
7	Partial InterUnit Transfers:  You can transfer part of an asset to a different business unit and enable the original business unit to retain a portion of it. To do this, enter the receiving business unit in the New Unit field in the Enter New Unit group box. Complete the rest of the InterUnit transfer information. Review each cost row in the Edit Cost Information group box. All cost rows will show the new business unit you entered in the New Unit field. To retain some ownership of the asset with the original business unit, change the business unit on some cost rows back to the original unit.

AMT45

Executing an InterUnit transfer

4.21

4.22

- 6
- Tab out of the New Unit field and note that the asset ID defaults to NEXT, the Profile defaults in and you can look at or edit the information stored behind the Interunit Transfer Options link and/or the Transfer from/to books link.
- 7
- Click *Save*.
- 8
- Navigate: Asset Management >> Asset Transactions >> History> > Review Cost> > Cost History List & Detail.
- 9
- Select the assets you have just transferred and view the results.

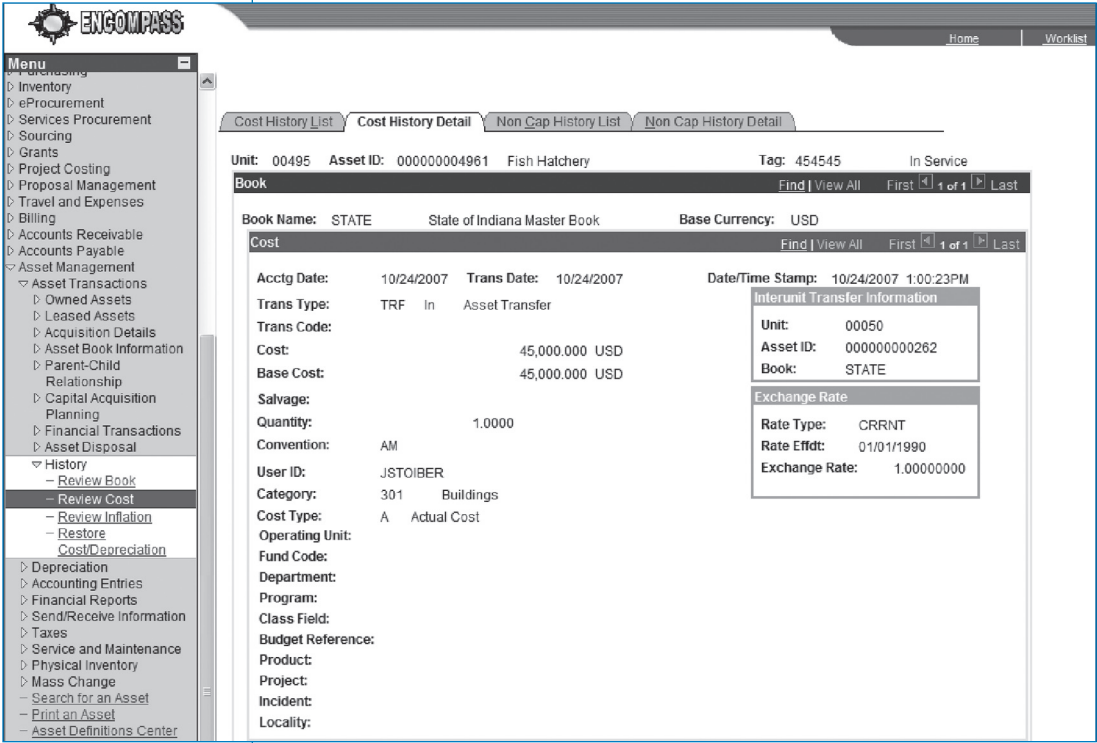
Viewing Asset Cost History

You can view cost history for both capitalized and non-capitalized assets. The Cost History component is comprised of four pages. Use this page to view cost history for both capitalized and non-capitalized assets:

Navigation

Asset Management >> Asset Transactions >> History >> Review Cost >> Cost History Detail

4.23



AMSC44

Cost History Detail page

## 4.24

The Cost History List page shows a history of an asset's transactions. The first tab displays Cost information; the second tab displays related ChartField information. To view more detail about a specific transaction, move to the next page, Cost History Detail, or select it directly from the Inquire menu.

The Cost History Detail page displays detail information about a capitalized asset's cost transactions.

The Non Cap History List page provides a history of a non-capitalized asset's transactions. The fields on this page are the same as those found on the Cost History List page.

The Non-Cap History Detail Page displays detail information about a non-capitalized asset's cost transactions. The fields on this page are the same as those found on the Cost History Detail page.